



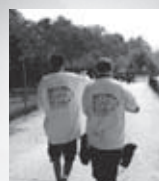
GENERATION EARTH

PROJECT MANAGER ACTION GUIDE

A TOOL FOR MANAGING YOUR TEAM PROJECT

NAME _____ GRADE ____ CLASS _____ PERIOD ____

WHO WE ARE



GENERATION EARTH was created by the Los Angeles County Department of Public Works in conjunction with TreePeople to take advantage of two compelling concepts. First, youth are powerful agents of change in their families and among their friends, and second, routine choices made by individuals on a daily basis have a collective environmental impact.

The Department of Public Works believes that the rewarding experience of taking action and making a positive change will inspire youth to take responsibility for their lives and, in turn, their communities.

Taking part in an environmental service project to benefit you and your community is a positive way to make a difference. The Project Manager Action Guide is provided as a tool to help you manage your team's project and keep track of your progress, budget and results.

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PLANNING THE PROJECT

- 1) Create a “task web” showing all the tasks necessary to complete the chosen service project. Use mural paper to show the tasks. Begin by placing the name of the project in the center of the paper and circling it. Branching out from the center circle place main tasks in circles. Include sub-tasks branching out from each main task, until you have created a large “task web.”
- 2) Decide who will be responsible for each of the main tasks and list their name next to that task.
- 3) Using a calendar, go over the following:
 - a) When does the project have to be complete?
 - b) How many days/weeks/months do we have until the date?
 - c) How often will we need to meet to check in on our progress?
 - d) How many meetings do we have until the completion date, and what are those dates?
- 4) Using this information, assign a completion date for each main task.
- 5) Discuss potential expenses associated with the project. What can be donated? What will need to be funded? How can money be raised?
- 6) Pass out a Student Action Guide to each team member and review the different pages.
- 7) Team members should fill in their assigned main tasks and sub-tasks, and use the Student Action Guide as a tool to manage their part of the project.
- 8) After the project is complete, answer the evaluation questions in the back of the Student Action Guide.
- 9) Wrap up the project with a celebration.

OUR PROJECT

1

CAMPUS OR COMMUNITY NEED:

2

PROJECT NAME:

3

DESCRIBE THE PROJECT AND HOW IT WILL
SERVE THE COMMUNITY:



WHAT IS YOUR JOB AS PROJECT MANAGER?



1

KEEP TRACK OF PROJECT PROGRESS.

List out all the main tasks, who is responsible for them, and when they are to be completed. Keep track of progress and when tasks are complete.

2

RUN UPDATE MEETINGS.

Lead meetings to allow everyone to update on their progress, give feedback, and troubleshoot as necessary.

3

HOLD THE VISION AND COMMITMENT OF THE GROUP.

You are the cheerleader for the group. Help, encourage, praise, and support, as needed.



KEEP TRACK OF THE MAIN TASKS –
KNOW WHO IS RESPONSIBLE FOR
COMPLETING THEM, AND MAKE SURE
THEY HAPPEN ON TIME!

MAIN TASKS

MAIN TASK 1

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 2

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 3

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 4

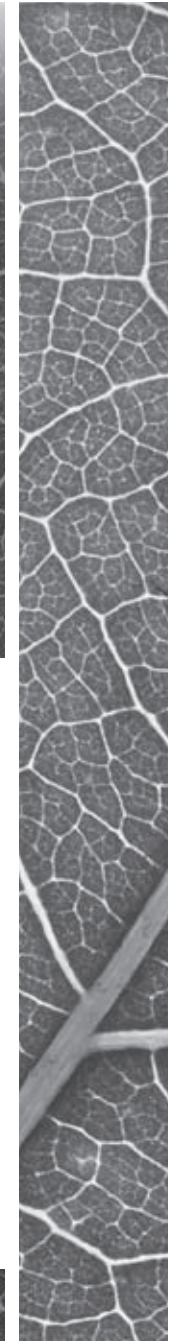
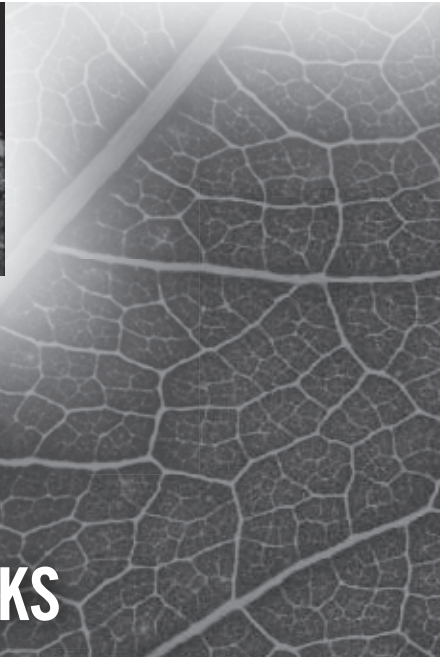
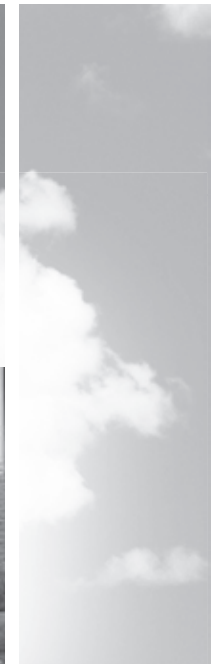
DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____



HOW I CAN SUPPORT THE COMPLETION OF THESE TASKS

A large, empty white rectangular area intended for writing or drawing.

KEEP TRACK OF THE MAIN TASKS –
KNOW WHO IS RESPONSIBLE FOR
COMPLETING THEM, AND MAKE SURE
THEY HAPPEN ON TIME!

MAIN TASKS

MAIN TASK 5

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 6

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 7

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

MAIN TASK 8

DUE DATE

DATE COMPLETED

NAME _____

PHONE _____

EMAIL _____

RUN MEETINGS TO KEEP TRACK OF PROJECT PROGRESS.

YOU ARE IN CHARGE OF PLANNING, ORGANIZING AND FACILITATING MEETINGS THROUGHOUT THE PROJECT.

SOME OF THE THINGS YOU NEED TO CONSIDER ARE:

DATES AND TIME – Is this during class, lunch, or after-school? Make sure you work this out with your teacher.

LOCATION – Is this in the classroom or other designated meeting place?

DETERMINE the purpose of the meeting – by the end of the meeting, what do you want to know, agree on, etc.?

CREATE an agenda – meetings are more efficient if you have an agenda prepared listing what is to be covered and how much time each item will take. Remember to try to stick to the time given so everything is covered.

RECORD what happens – keep track of who attends, what happened, and any action items. You can assign this task to another person.



RESULTS OF THE MEETINGS

PROGRESS

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:



BEING A LEADER

1

WHO IS MY FAVORITE LEADER?

2

WHAT TRAITS OR QUALITIES ABOUT THIS PERSON DO I LIKE?

3

WHAT CAN I DO TO INCORPORATE THESE TRAITS AND QUALITIES INTO MY PROJECT MANAGER JOB AND THE PROJECT?

RESULTS OF THE MEETINGS

PROGRESS

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:

DATE

RESULT:

WHO ATTENDED:



ARE THERE ANY EXPENSES ASSOCIATED WITH THE PROJECT?

1

THESE COULD INCLUDE:

MATERIALS

TRANSPORTATION

OFFICE SUPPLIES

TELEPHONE

PHOTOCOPYING

MAILINGS

2

IF SO, WHAT ARE WAYS TO GET DONATIONS OR RAISE MONEY?

LIST YOUR IDEAS FOR DONATIONS, FUNDRAISING, OR OTHER INCOME:

TIPS FOR ASKING FOR DONATIONS OR CONTRIBUTIONS.

Write a letter. Explain details about your project, why it is important and what you are requesting. It is always better to deliver the letter in person.

Be prepared. When you meet with individuals or groups to tell them about your project, have all your facts straight. Be specific with what you are asking for.

Follow up. People get busy and may not remember to get in touch with you. Be sure to call or drop by and remind them of what you are asking.

WHAT IS NEEDED TO ACCOMPLISH THE PROJECT THAT COSTS MONEY

EXPENSES

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

DESCRIPTION: _____

COST: _____

TOTAL:

BUDGET

KEEP TRACK OF EVERYTHING YOU RECEIVE!



THIS INCLUDES GOODS, SERVICES OR MONEY DONATED.

GOODS are donated food, equipment, and supplies.

SERVICES are donated labor and tasks.

MONEY can come from donations or a fundraising event. Fundraising events include car washes, bake sales, rummage sales, and raffles.

REMEMBER TO THANK EVERYONE WHO CONTRIBUTED!

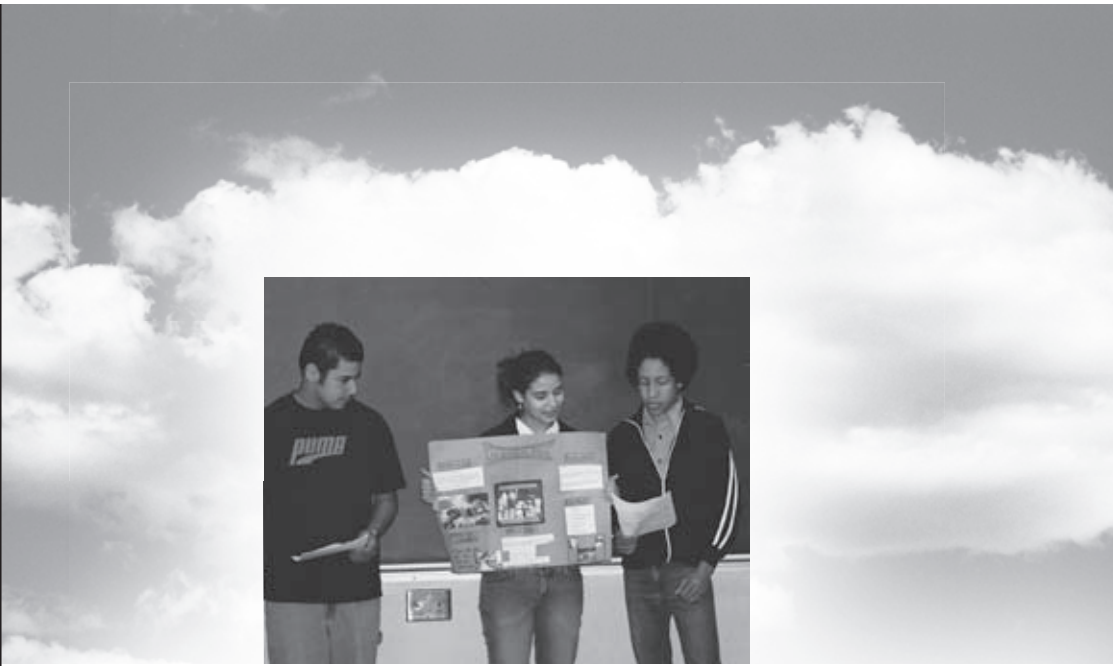
SEND thank you letters right away.

CREATE a banner or poster of contributors to display at an event or at the school.

GIVE a verbal acknowledgement of contributors at an event or gathering.

DONATIONS

[illegible]



WHAT I LEARNED FROM MY EXPERIENCE

EVALUATE YOUR PROJECT

1

WHAT WERE THE MOST SUCCESSFUL PARTS OF THE PROJECT?



2

WHAT WAS THE LEAST SUCCESSFUL?



3

WHAT WOULD YOU DO DIFFERENTLY NEXT TIME?



THANK YOU FOR TAKING PERSONAL RESPONSIBILITY FOR
IMPROVING THE QUALITY OF YOUR OWN LIFE, AND THE LIVES OF THOSE AROUND
YOU. EVERY POSITIVE STEP YOU TAKE MAKES A DIFFERENCE!



RESULTS



GENERATION EARTH

AN ENVIRONMENTAL EDUCATION PROGRAM

OF THE COUNTY OF LOS ANGELES,
DEPARTMENT OF PUBLIC WORKS

presented by TreePeople

FOR MORE INFORMATION OR TO REGISTER FOR UPCOMING WORKSHOPS, CONTACT GENERATION EARTH AT:

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